

TAB

11 FEB 1954

MEMORANDUM FOR: Deputy Assistant Director for Personnel

SUBJECT : Proposed OPM, Personnel Evaluation Report  
Procedures

1. In accordance with your instructions, we have again reviewed the follow-up procedures adopted by the Processing and Records Division to insure the submission of Personnel Evaluation Reports. These procedures are functioning effectively and it is our recommendation that they be approved to replace the instructions provided in PDM No. 43-52 dated 10 September 1952.

2. The Chief, PRD, has concurred in the proposed OPM implementing this recommendation.



Chief, Plans, Research and  
Development Staff

25X1A

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CENTRAL INTELLIGENCE AGENCY  
 OFFICIAL ROUTING SLIP

TO	INITIALS	DATE
1 <i>A-C Plane</i>		
2		
3		
4		
5		

  

FROM	INITIALS	DATE
1 <i>Chief, Research Branch</i>	<i>ELH</i>	<i>4/19/54</i>
2		
3		

☐ APPROVAL    ☐ INFORMATION    ☐ SIGNATURE  
☐ ACTION    ☐ DIRECT REPLY    ☐ RETURN  
☐ COMMENT    ☐ PREPARATION OF REPLY    ☐ DISPATCH  
☐ CONCURRENCE    ☐ RECOMMENDATION    ☐ FILE

Remarks: *Bertha, there isn't much we can do on this as far as IBM Ticker files are concerned since the coding of PER's has been discontinued. Maybe some day in the future, we will be able to re-open the case. Meanwhile, I guess you will want this in your file.*

TRANSMITTAL SLIP		
(Date)		
TO: <i>Rud-</i>		
BUILDING <i>2-219</i>	ROOM NO.	
REMARKS: <i>looks as tho one of our IBM experts could cut out a lot of time for our tickler clerks if these follow ups were put on cards.</i>		
FROM: <i>SEm</i>		
BUILDING	ROOM NO.	EXTENSION

FORM NO. 36-8  
SEP 1946

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